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**Minutes of the Ordinary Parish Council Meeting, Held on Thursday September 19th, 2024.  
at 7pm Parsons Meade Community Centre**

**Members Present:** Councillors Linda Hook (Chairman) , David Garratt, Soosan Philips, Mavis Wilmshurst, Carl Squires and Kathryn Barker.  
Also, present– Fiona Young (Clerk)  
WNC Cllr Pinder Chauhan  
WNC Cllr Mike Hallam, Ms Louisa Morris-Warren ( WNC, Assistant Director Customer Services)

3 members of the public

Item no	
24/140	<b>To receive and approve any apologies for absence.</b> It was <b>Resolved</b> to approve the apologies received from Cllr Spink.
24/141	<b>To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda</b> None received.
24/142	<b>To approve and sign the Minutes of the Annual Council Meeting held on July 18th, 2024.</b> The minutes were circulated before the meeting, it was <b>Resolved</b> to approve and sign the minutes.
24/143	<b>Public Session.</b> A resident voiced his concern regarding the proposal for the planning application 2024/4019/FULL 21 Whitegates. There is concern that the development is very large and will negatively impact upon neighboring properties. There is also concern that the property could potentially be used for business purposes in the motor trade. A resident voiced concern about the surveying work that is being done behind Teal Close, the resident is concerned that there are snakes living in this field and in the gardens of properties backing onto the field. These should be protected. It was explained that this is ecological work and will be carefully monitored by WNC. The Chairman explained that this site is subject to a proposed new housing development and there is a public exhibition on October 7 <sup>th</sup> at Camphill Community Centre.

24/126	<p><b>To Receive Reports from</b></p> <p>a) Police Representative. Full crime report has been circulated to councillors. 10 crimes reported, one was a Serious Acquisition Crimes (vehicle crime, robbery or burglary) Burglary The Clerk was asked to invite the local Police to the meeting in October if possible.</p> <p>b) West Northants Councillors. Cllr Mike Hallam, Cabinet Member for HR and Corporate Services attended the meeting in response to a letter sent to West Northants Council about the considerable difficulties residents have faced trying to contact WNC officers for help. Cllr Warren explained that since the covid epidemic the call centre at WNC has faced ever increasing pressure, unfortunately the level of incoming calls is so high that there have been very high waiting times and customer service levels have fallen below the required standard. The council is trying to improve this by introducing new measures such as easier online processes and community roadshow events but there is still a lot of work to be done. The Clerk mentioned that the community roadshow events could be a lot more visible on the West Northants council website. The Chairman thanked Cllr Mike Hallam and Louisa Morris-Warren for coming to the meeting. WNC Cllr Pinder Chauhan reported that the council has given grant funding to the Hope Centre to help with the pressures residents are facing as winter approaches. She also explained that she has received a lot of correspondence regarding the planning application for 21 Whitegates. There will be a review meeting between WNC and Stagecoach regarding the new number 13 bus service, the Clerk has passed on the complaints that the parish council has received so far, it is widely acknowledged that there are some problems with the route and the service. Cllr Chauhan also mentioned that there is going to be more emphasis on mending large areas of road rather than just patch repairs and also that there is a new Manager in place for Flood and Water Management. The Chairman explained that the parish council have had no response from WNC following a meeting in May about the flooding on the fireworks field and there is concern that as we are now approaching the autumn the weather will be getting wet soon. Cllr Pinder asked the Clerk to send copies of the latest correspondence and she will chase up a response. WNC Cllr Carl Squires reported that the Highways Dept is now working well and has cleared a lot of the back log of repairs. There is a draft air pollution policy which will be consulted on soon and the Tree Strategy policy is almost finished.</p>
24/145	<p><b>Casual Vacancy.</b> The Clerk explained that there were two applicants for the casual vacancy but one dropped out before the meeting. Mrs Jacqui Cripps attended the meeting and completed the application form which was circulated to everyone. Mrs Cripps does not live in West Hunsbury but does live close enough to qualify as a councillor. It was <b>Resolved</b> that Mrs Cripps is co-opted onto the council, it was explained that this will be a shorter term than normal because of the elections in May 2025. Mrs Cripps signed the acceptance of office form and the Clerk explained that she will send over a Register of Interest form early next week.</p>
24/146	<p><b>To receive brief reports from Councillors or Clerk attending outside meetings on behalf of WHPC and to receive Clerks report.</b></p> <p>The Clerk reported that she had attended one of the Lunchtime Lowdown Sessions run by Northants Calc, this one was about dealing with private and confidential agenda items. Cllr</p>

Garrett attended a meeting at Northants Acre in his professional capacity and asked the council if it would be appropriate to invite the new CEO of Nacre to attend a parish council meeting, the Chairman agreed that this would be really useful and it was agreed that an invitation would be sent out to one of the meetings later in the year.

Cllr Barker attended several meetings including the VCSE Assembly and WNLAf, the Chairman asked if she could produce a brief summary report of the meetings she attends in the future to help councillors understand fully her role.

Cllr Hook attended the Local transport Plan briefing.

Cllrs Hook, Squires, Wilmshurst, Garratt and the Clerk attended a walk round meeting on Green Lane with Jason Chambers, Head of Facilities, Public Realm and Heritage Assets at WNC.

- 24/147 **Matters arising from previous minutes, for report only.**
- Clerk to confirm that a letter was sent into planning regarding the western expansion as requested.
  - A new defibrillator has been ordered from South Northants First Responders, the defib will be in a self contained cabinet which will also contain a bleed kit. The defibrillator is being installed.
  - Clerk confirmed that the application for parking restrictions on Hill Fort Close was submitted to West Northants Council during the last week of July. Confirmation of receipt has been received.

24/148 **Finance**

**1. Resolution to retrospectively approve the following payments which were made in between meetings.** It was **Resolved** to approve the payments below.

Payable to	Details	Amount £
Parish Clerk	Salary + mileage	896.62
HMRC	Tax & NI	268.77
South Northants First Responders	Defibrillator, cabinet, post and bleed kit.	1720.00

**2. Resolution to approve the payments listed below for September.** It was **Resolved** to approve the payments below.

Payable to	Details	Amount £
Parish Clerk	Salary + mileage	914.82
HMRC	Tax & NI	268.57
49 <sup>th</sup> Northampton Scouts	Grant donation	600.00
PKF Littlejohn	Annual external audit	252.00
Parish Online Mapping	Annual subscription	249.60

**3. Resolution to approve the bank reconciliation statement for 31st August 2024**

Bank Balance at 1st April 2024 £3090.48 + £35803.59  
 Plus Receipts 20,281.92  
 Less Payments £15,441.45

	<p>Total £43,734.54 Bank Balance at 31st August 2024 = £43,734.54</p> <p>The bank reconciliation statement was approved.</p> <p>4. To confirm that the monthly internal controls checks have been completed. Cllr Philips confirmed that the monthly controls checks have been completed and there are no concerns.</p> <p>5. To receive a budget report showing expenditure against budget to August 31st 2024. The Clerk circulated the budget report to August 31<sup>st</sup> 2024, there were no queries.</p> <p>6. Clerk to confirm receipt of the conclusion of audit notice and the external auditor report, any action required to be noted.</p> <p>7. The clerk confirmed that the external audit report had been received and no actions were required, it was also confirmed that the conclusion of audit notice has been published.</p>
24/149	<p><b>Planning</b></p> <p><b>1.New applications</b> <b>2024/4019/FULL 21 Whitegates, Northampton, NN4 9XA Single storey rear extension, single storey side extensions, rear two storey extension. Two storey front extension.</b></p> <p>Following a lengthy discussion it was <b>Resolved</b> to Object to this application on the following grounds;</p> <ul style="list-style-type: none"> <li>• The proposed development is too large for the plot and results in the plot becoming overcrowded and the building being out of character with the street scene.</li> <li>• The proposed development is very close to the border with neighbouring properties.</li> <li>• The plans show that the new garage is to be built in front of the existing building line, this is not acceptable.</li> <li>• The plans negatively impact upon the amenity and privacy of neighbouring properties.</li> </ul> <p>The Clerk reported that a planning application for a property on Icknield Drive has been listed on the WNC website but the parish council has not been notified as yet. It was possible that the council would need to arrange an extra meeting in order to discuss this as the end of the consultation period will probably be before the October meeting.</p>
24/150	<p><b>Parish Council Website</b> – resolution to remain with Cuttlefish and sign the service agreement. It was <b>Resolved</b> to remain with Cuttlefish as our website provider and the Clerk was asked to sign the service agreement.</p>
24/151	<p><b>Community Events Committee</b> –</p> <ul style="list-style-type: none"> <li>• Resolution to order the parish Christmas Tree at a cost of £702 including delivery, installation and light fitting.</li> </ul> <p>It was <b>Resolved</b> to order the Christmas Tree from Welford Christmas Tree Farm, it will be installed on November 28<sup>th</sup>.</p>

24/152	<p><b>Green Lane – Cllr to update</b></p> <p>The Clerk read out a report that Cllr Squires received from Jason Chambers at WNC following a visit to Green Lane. The council agreed to monitor the actions on the report. Councillors were reminded that it would be more beneficial if councillors could liaise with each other on subjects such as Green Lane especially if councillors were attending meetings on behalf of different organisations.</p>
24/153	<p><b>Parish Plan – to agree a meeting date</b></p> <p>Cllr Garratt had produced a draft copy of the plan summary. The council thanked him for the work that he has put into this. It was agreed that there needed to be another working group meeting and that a date would be agreed after the meeting.</p>
24/154	<p><b>Bus Service – To discuss and agree the most efficient way of recording and reporting the issues with the new bus service.</b></p> <p>It was agreed that it was difficult to collate all the bus service complaints as not all of them were being reported to the Clerk. It was <b>Resolved</b> that the Clerk would continue to collect all the information and that the council would ask residents on social media to continue to report issues to the parish Clerk. The Clerk would collate all the complaints and send a report to the WNC Cllrs periodically.</p>
24/155	<p><b>Resolution to arrange a training session on the defibrillator for residents and councillors</b></p> <p>It was <b>Resolved</b> to arrange a training session on the new defibrillator and the bleed kit for councillors and residents.</p>
24/156	<p><b>Waste and Recycling - the positioning of wheelie bins following refuse collection, to agree action required – Cllr Barker</b></p> <p>Cllr Barker reported that she had received complaints from residents that their refuse bins were not being returned to the correct place after they are emptied, the bins are being left on the pavements which is causing difficulties especially for those who are blind or partially sighted, those with mobility issues and those pushing a pram.</p> <p>It was <b>Resolved</b> that the Clerk would write a letter to WNC requesting that all waste and recycling crews are reminded where the bins should be returned to following emptying.</p>
24/157	<p><b>Consultations –</b></p> <ul style="list-style-type: none"> <li>• Have your say on the draft West Northamptonshire Local Transport Plan- Closes October 17th 2024 It was <b>Resolved</b> that this would be completed by Cllr Squires on behalf of the parish council.</li> <li>• Give us your views on our draft West Northamptonshire Tree and Woods Strategy – Closes October 13th 2024 . It was <b>Resolved</b> that Cllr Wilmshurst and Cllr Garrett would look at this on behalf of the parish council.</li> <li>• Seeking your views on the development of our Climate Change Strategy – Closes September 29th 2024 It was <b>Resolved</b> that Cllr Garrett would complete the climate strategy consultation on behalf of the parish council.</li> </ul>
24/158	<p><b>Correspondence and actions when needed.</b></p> <ul style="list-style-type: none"> <li>• Resident enquiry, play equipment taped off – Clerk refer to WNC</li> <li>• Resident enquiry regarding building work – Clerk referred to West Northants Council, Planning.</li> <li>• Resident report of large hole in Ladybridge Park containing stagnant water, Clerk has asked for specific location and photos.</li> </ul>

	<ul style="list-style-type: none"> <li>• WNC Consultation – Local Transport Plan, Closing date October 17th 2024</li> <li>• WNC Alan Burns – Nature Recovery Strategy – Clerk circulated</li> <li>• WNC Newsletter – Circulated to Cllrs.</li> <li>• Ncalc Training Newsletter</li> <li>• Northants Police – Relaunch of Streetwatch. Council to investigate.</li> <li>• WNC- Additional House in Multiple Occupation (HMO) Licensing Consultation – Engagement with Town &amp; Parish Councils – Clerk filed.</li> </ul>
24/159	Next meeting date October 17th 2024